

## Union Public Schools Job Description

**Position Title:** Registrar/Instructional Assistant  
**Department:** Adult and Community Education  
**Reports To:** Director of Adult and Community Education

**FLSA Designation:** Non-exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Works with the Program Director to effectively communicate information regarding upcoming events, enrollment, professional development, office procedures, Board policies, etc. to full time certified staff, provisional certified staff, and office staff.
- Assists Program Director in creating Memorandums of Understanding (MOU) with supportive letters for all community education partners.
- Assists Program Director and Lead Staff in planning, developing, coordinating professional development for Oklahoma EL/Civics Conference.
- Works with outside vendors and other community area representatives to provide materials, refreshments, etc. for meetings, training sessions, and professional development conferences.
- Culminates and prepares various reports as directed by supervisor; including, the ABE End of the Year Report, the Program Action Plan, and Self Evaluation Forms for the State Department.
- Designs PowerPoint presentations for promoting and publicizing the ABE Program.
- Facilitates the Young Rembrandts' Program.
  - Prepares the program Memorandum of Understanding (MOU) for the Director's presentation to the Board of Education.
  - Processes all enrollments for elementary sites that choose to participate.
  - Serves as the liaison person between the school sites, the YRP's owners, and the YRP's instructors to set dates/times for each site's classes.
  - Coordinates and completes the necessary Union paperwork and files the facility usage applications with the Operation Department.
- Assists when needed in locating substitutes for ABE/ESL classes.
- Coordinates all staff travel arrangements for professional development, i.e.: hotel reservations, registrations, etc.
- Serves as a departmental contact regarding problems, concerns, and questions and forwards the information to the Director for response.
- Maintains a working knowledge of the NCR Pearson Scanner and is available for troubleshooting (document processing as well as mechanical), as needed.
- Submits all Operations' Department Work Requests.
- Oversees all inventory records are maintained and fixed assets are tagged.
- Maintains adequate inventory of all departmental supplies.
- Keeps current record of full time/half time instructors scheduled contract days and maintains their accurate class schedules.
- Schedules and maintains current professional development records for Program Director and all instructional staff
- Works with Program Director and staff to ensure mileage statements are received in a timely manner, maintains accurate documentation, and processes reports through the Grants Department.

- Assures the accuracy of the support staffs' hours in Kronos. Receives, reviews, and verifies the accuracy of provisional/part-time payroll sheets for Director's signature and forwards to the Grants Department.
- Works with Grants Department regarding all financial issues.
- Data entry for TANF Program as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator, including the principal or designee.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED), Associates degree preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.